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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

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FEB 24 1967

Mr. Emmett D. Echols
Director of Personnel
2430 E St., N.W.
STOP 64

Dear Mr. Echols:

The Executive Seminar Center Program will complete its fourth year of operation at the end of June. By that time, the Center at Kings Point will have conducted 65 two-week sessions and the new Center at Berkeley will have conducted 16 two-week sessions for a total at both Centers of about 2800 career federal executives primarily at GS-14 and GS-15.

This year, the Interagency Advisory Group Select Committee for the Executive Seminar Center Program met at the new Center in Berkeley, California. They endorsed the new Center facility at Berkeley and recommended continued support of the program there and at Kings Point, New York. The Committee asked that a four-week pilot course be developed and conducted at Kings Point in the Fall of 1967 and at Berkeley in the Spring of 1968. Their request for a pilot course to include subject matter now covered in the courses entitled "Administration of Public Policy," "Environment of Federal Operations," and "Federal Program Management" resulted from work last Summer and Fall by a special interagency curriculum review committee. A pilot course will be conducted at each Center as asked by the Interagency Advisory Group Select Committee and is titled "Management of Public Policy and Programs."

The curriculum review committee also recommended that the course now titled "Skills and Goals of Management" be renamed "Management of Organizations" to reflect the nature of the course as it has evolved. This recommendation has been adopted and the new title is used in the schedule of seminar sessions for fiscal year 1968.

It is now time to begin work on space requests for fiscal year 1968 at both the Berkeley and the Kings Point Executive Seminar Centers. A booklet is attached which contains guidelines for participant

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selections and outlines of all seminars in the Executive Seminar Center curriculum, including the pilot course mentioned above. This material is provided to assist you in making space requests. Added copies will be sent you by separate mail.

Forms for your use in submitting space requests are also attached. Please enter the number of spaces you want in each scheduled session at the Berkeley and at the Kings Point Executive Seminar Centers for fiscal year 1968. There will be a total of 576 spaces available in 15 two-week sessions and one (1) four-week session at Kings Point, and 612 spaces in 16 two-week sessions and one (1) four-week session at Berkeley. This is the same number of spaces that have been available at the two Centers during the present fiscal year. Rising costs for residential and other services may require a slight increase over this year's charge of \$425.00 per space. For present planning purposes you can assume the charge will be no more than \$450.00 per space at each Center for two-week sessions and no more than \$900.00 for the new four-week courses.

After receiving your requests for space reservations at both Centers and those from the more than 50 other participating agencies, we will negotiate the best match between agency plans and schedule feasibility. The present schedule may then require modification in some respects.

When the best obtainable fit has been achieved, we will send you a calendar of confirmed spaces, either as requested or with alternatives as negotiated. Your agency will then be asked to sign a contract underwriting the number of total spaces reserved for you. For this purpose, please furnish the name, title, and address of the official to whom the contract should be sent for signature.

Please submit your request for spaces to the Executive Seminar Center Coordinator, Office of Career Development, U. S. Civil Service Commission, Washington, D. C., by April 21, 1967 (sooner if you can do so conveniently).

Early reservations will expedite planning. If added copies of the attachments are needed, my office will supply them. You should not send names of proposed participants with your space requests. Meanwhile, if you have questions, please call Mr. McDonald on 343-6115 or code 183-6115.

Sincerely yours,



J. Kenneth Mulligan
Director
Office of Career Development

Attachments

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ORIGINAL DOCUMENT MISSING PAGE(S):

attachment